2-4 & 2-5	01/11/12
Court	Date
WORCESTER COUNTY	
County	

**Department of General Services** 

Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 51469-2212

Forward three (3) copies to address at left.

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JAN 2 3 2012

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Landlord Tenant (rest. only 2008)	2219	secti II Item 2	2008	5	4/23/12	All Shred
	Retain dockets permanently						
	Closed in			*· ,	f		

Destruction Approved by Maryland State Archives

1/18/2012 Date

State Archivist

Min busno
Signature of Court Official

**Destruction Certification** 

County Clurk 4/23/12
Title Date

DGS 550-9 (Rev. 03/2010)

2-4 & 2-5	01/11/12	Department of General Services	
Court	Date	Records Management Division	51469-2212
WORCESTER CO	WORCESTER COUNTY	7275 Waterloo Road (Rte. 175) P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

JAN 2 3 2012

		·				•	2015
		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil Records in " A " boxes 2008 - (stripped mat. only)	2219	secti II Item 2	2008	5	4/28/12	All Shred
	Retain dockets permanently						
	Closed in						

Destruction Approved by Maryland State Archives

1/18/2012 Date

State Archivist

Signature of Court Official

Destruction Certification

Donty Clerke

Date

DGS 550-9 (Rev. 03/2010)

2-4 & 2-5		Department of General Services	(11/6 22/2
Court	Date 1/11/12	Records Management Division 7275 Waterloo Road (Rte. 175)	S1469-2212
WORCESTER C	COUNTY	P.O. Box 275	Forward three (3) copies to address at left.
County		Jessup, Maryland 20794-0275	to address at left.

JAN 2 3 2012

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil Records (satisfied) 2008	2219	secti II	2008	11	4/23/12	A115h~
			Item 2				IW_
	Retain dockets permanently			·			
				: • •		1	ļ
				,			
	Closed in						

**Destruction Approved by Maryland State Archives** 

1/18/2012

State Archivist

Signature of Court Official

**Destruction Certification** 

Rinky Cla./C 4/2 3/12 Title Date

2-4 & 2-5		Department of General Services	
Court	Date 1/11/12	Records Management Division	51469-2212
WORCESTER CC	DUNTY	7275 Waterloo Road (Rte. 175) P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

JAN 2 3 2012

Γ	- C J 201						- 3 2012
		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	All Accounting- Daily Cashier Report- Deferred Reports- up to 2008	2219	secti V Item 1c	2008	3	4/23/12	All Shied the.
	Closed in		<b>)</b>				

Destruction Approved by Maryland State Archives

1/18/2012 Date

State Archivist

Signature of Court Official

Destruction Certification

Distyllak \_

Date

DGS 550-9 (Rev. 03/2010)

2-4 & 2-5	Department of General Services	
Court Date 1/11/12	Records Management Division	51469-2212
WORCESTER COUNTY	7275 Waterloo Road (Rte. 175) P.O. Box 275	Forward three (3) copies
County	Jessup, Maryland 20794-0275	to address at left.

JAN 2 3 2012

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expungement - up to 2008  (expunged case files)	1	Sect IV Item 2d		10	4/23/12	All Shree Enc.
							tw.
	Closed in		ı		·		

**Destruction Approved by Maryland State Archives** 

1/18/2012 Date

State Archivist

Signature of Court Official

**Destruction Certification** 

County Clark 4/23/12
Title Date

DGS 550-9 (Rev. 03/2010)

2-4 & 2-5	
Court	Date 1/11/12
WORCESTER COUNTY	
County	· · · · · · · · · · · · · · · · · · ·

**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275

51469-2212

Forward three (3) copies to address at left.

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JAN 2 3 2012

	·	Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Motor Vehicle Related paper for "2008"  (TRAFFIC)	2219	Sect IV Items 2a.b.c.		20	4/23/12	All Shre
	Closed in						

Destruction Approved by Maryland State Archives

Signature of Court Official

**Destruction Certification** 

DGS 550-9 (Rev. 03/2010)

2-4 & 2-5		Department of General Services				
Court	Date 1/11/12	Records Management Division 7275 Waterloo Road (Rte. 175)				
WORCESTER COUNTY		P.O. Box 275				
County		Jessup, Maryland 20794-0275				

51469-2212

Forward three (3) copies to address at left.

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JAN 2 3 2012

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Records for 2008	2219	Sect IV Items 2a.b.c.	2008	80	423/12	All Shre
	Closed in						<b>5</b> 1

Destruction Approved by Maryland State Archives

Signature of Court Official

**Destruction Certification** 

DGS 550-9 (Rev. 03/2010)